



CITY OF ATLANTA

Job Announcement

FIRE COMMUNICATIONS DISPATCHER (D)*

STARTING SALARY: \$27,791

Salary Grade 9 (3)

Applications Accepted From: May 16, 2005 until May 27, 2005

Minimum Job Requirements

Applicants must possess a high school diploma or GED certificate and have six months of experience involving public contact or an equivalent combination of training and experience and successfully pass a communications dispatcher performance test measuring the applicant's ability to receive, retain and process emergency information. **Special Requirements:** Applicants must pass a stringent background investigation (See Below). Candidates who are Bi-lingual are preferred. Paramedic or EMTI experience are desired but not required.

Duties of the Job:

This employee performs radio communication dispatch and telecommunication duties for the Fire Department. Communicates effectively with city, county and fire EMS personnel; handles all 911 calls within Atlanta Fire Rescue jurisdiction or transfers the call to appropriate agency; answers multiple telephone lines and dispatches as required; handles emergency and fast-paced situations; maintains a variety of records, files and logs; performs multiple tasks simultaneously; takes appropriate action when presented with a stressful emergency situation; monitors multiple radio frequencies while answering/handling phone calls or other radio traffic; handles other calls appropriately and updates call lists; maintains field unit status at all times; communicates effectively and coherently over fire radio channels initiating and responding to calls; notifies others, such as utilities when services are requested/required; takes and relays messages to officers or other divisions within Atlanta Fire Rescue, Fulton County EMS, EPA/EPD, Red Cross, etc.; performs other related duties as required.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday
Resumes will not be accepted in lieu of applications.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107, Atlanta, GA. 30303
Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, HIGHLY QUALIFIED.

***THERE IS A SALARY DIFFERENTIAL FOR SHIFT WORK. THIS POSITION REQUIRES SHIFT WORK. POSITIONS IN THE FIRE DEPARTMENT REQUIRE THE SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION THAT INCLUDES, BUT IS NOT LIMITED TO, AN ARREST RECORDS CHECK, CREDIT CHECK, POLYGRAPH, EMPLOYMENT HISTORY CHECK, DRUG TESTING, ETC.**

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status.

The examination will consist of an evaluation of training and experience and a performance test, which measures the ability to receive, retain and type emergency information.